

## IOWA TEACHER LICENSURE REQUIREMENTS

Every practitioner employed in a public school is required to hold a license valid for the type of position in which he/she is employed. Each teacher of pupils of compulsory school age who works in a private school is required to hold a license.

Each teacher employed in a school district, in addition to holding the appropriate type of license, must be assigned to teach subjects and give services in accordance with the standards of the Board of Educational Examiners.

For information concerning licenses and endorsements, address the Bureau of Practitioner Preparation and Licensure, Department of Education, Grimes State Office Building, Des Moines, Iowa 50319

### AUTOMATED EDUCATOR LICENSE INFORMATION LINE

The Board of Educational Examiners and the Department of Education now offer an "educator license information line". This service is designed to assist educators in obtaining information about the status of their licenses and endorsements. The information available from the "INFOLINE" includes all endorsements and licenses; the information comes directly from the licensing file. This "line" also includes information on endorsements, approvals and certificates issued prior to October 1, 1988.

You may use this line to request various applications and related rules and processes. However, this line **will not** provide access to the licensing staff. You may contact the staff between 8:00 a.m. and 4:30 p.m. Monday through Friday at 515/281-3245. Following are the instructions for using the line:

Please dial: 515-281-6792 (local)

1-800-778-7856 (state and nationwide)

#### MENU OPTIONS:

**Current Status - press 1** (see below)

**Ordering renewal forms - press 2** (transfers you to the line to leave name and address to get instructions and application for renewal)

**Information about adding endorsements to existing license - press 3** (transfers you to the line to leave name and address to get instructions and application for adding endorsements)

**Application for coaching endorsement - press 4** (transfers you to the line to leave name and address to get instructions and application for coaching endorsement or authorization)

**New out-of-state applicants applying for an Iowa license - press 5** (transfers you to the line to leave name and address to get instructions and application for a teaching license)

**Other services - press 6** (leaves phone number to call between 8:00 a.m. and 4:30 p.m. Monday through Friday)

**Repeat menu - press 7**

#### Current Status Information - press 1 - (from above)

Licensure information - press 1

Enter social security number or folder number followed by the # key

This repeats social security number or folder number and spells name

Press 1 to get status and type of license, issue date and expiration date

After this you can press:

1 - to check endorsements and/or approvals

2 - to check another license in this folder

3 - to check another folder

4 - to check coaching authorization

5 - to repeat this menu

9 - to end this call

Coaching information - press 2

Enter social security number followed by the # key

This repeats social security number, press 1 if correct; press 2 if not correct

Then program spells name

Press 1 for status and type of license, issue date and expiration date that you have

After this you can press:

1 - to check another license in this folder

2 - to check another folder

3 - to check teacher license information

4 - to repeat this menu

9 - to end this call